

Job Description
Position – Building Inspection Manager

Summary

To manage the Building Inspection Office following the established; Employee Handbook, Operational Policies and Procedures, Quality Control Manual and maintain the Certification of Accreditation from the International Accreditation Service.

Manage and coordinating the; overall application acceptance, plan review, permit, inspection and certification process among the internal and external agencies required to approve projects including the associated communication to the applicant. Manage and review applications, construction documents, plan, drawing, phasing and specifications for compliance. Perform administrative tasks such as; record keeping, issuance of notices, quality control analysis, ordinance development, staff training-continuing education and public relations.

Manage and inspect buildings and dwellings in the Town of Easton to enforce the provisions of; the Town of Easton Code exclusive of criminal codes, State Codes and Federal Regulations governing; commercial, residential and industrial construction, alteration, repairs and change of occupancy. Perform other duties and powers as delegated by the Town Planner and or Town Manager.

Education, License and Certifications

High School Diploma or General Education Diploma (GED), supplemented by college courses in Civil or Structural Engineering, Construction, Building Technology, Architecture or a closely related field. Valid Driver's License. Be certified, or become certified as a Certified Building Official (CBO) by the International Code Council within six months of employment.

Knowledge and Experience

Have thorough knowledge of building codes, all construction trades and government administration and regulations. Three years of experience in building construction and or inspection. Three years of additional experience in the supervision, inspection of construction engineering and or architecture.

Ability

Perform management, administrative and technical work involving the inspection of building construction. Must be self-motivated, a strong communicator (verbally and in writing) and must display sound judgment and tact. To work effectively with minimal supervision, plan, document and maintain schedules and records for applications, permits and inspections. Must have the ability to perform inspection work that includes but not limited to; crawling under structures, being distances above grade requiring balance, climbing ladders, lifting and caring various survey and inspection equipment up to 50 pounds. To testify in court on violations for noncompliance and prepare documents for court. To work outside the standard workweek and during emergency closings.

Reports to

Town Planner and Town Manager